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Data Privacy Statement

of

Schuh Rechtsanwalts GmbH
FN 680281 p
Kohlmarkt 16/2/13c
A-1010 Vienna

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1. General

Schuh Rechtsanwalts GmbH, FN 680281 p, Kohlmarkt 16/2/13c, A-1010 Vienna ("**schuh.law**", "**we**", "**us**"), processes personal data in accordance with the EU General Data Protection Regulation ("**GDPR**"), the Austrian Data Protection Act ("**DSG**") and other applicable legal provisions concerning the protection, lawful processing and confidentiality of personal data. In this privacy policy, we inform you about what personal data we process, for what purposes and on what legal basis, to whom we disclose it, how long we store it and what rights you have in this regard.

2. Data Protection Officer

Schuh Rechtsanwalts GmbH
Kohlmarkt 16/2/13c
A-1010 Vienna
E-Mail: office@schuh.law

3. Personal Data

Personal data is information that relates to persons whose identity is identified or identifiable (e.g. name, contact details, billing details, IP address).

4. Data Processing

a. Data processing of website visitors and interested parties

We process your personal data either:

- to safeguard our legitimate interests (Art. 6 para. 1 lit. f GDPR), which serve to ensure the operation, security and optimization of the website;

- to carry out pre-contractual measures or to fulfill contractual obligations (Art. 6 para. 1 lit b GDPR) in order to be able to answer your inquiries that you send to us via the contact form on our website, by e-mail or by telephone; or
- to fulfill our legal obligations in connection with the prevention of money laundering and terrorist financing (Art. 6 para. 1 lit. c GDPR).

When you contact us, we process your details in order to respond to your enquiry. To continuously improve our website and the information we provide, we collect and store the following data when you visit the website: browser type, operating system, country, date, time and duration of your visit, IP address, and the pages you have visited, including the pages you entered and exited the site from. This data is not used to personally identify website visitors. The legal basis is our legitimate interest in the secure and stable operation of the website (Art. 6 para. 1 lit. f GDPR).

We set technically necessary cookies on the basis of Sec. 165 para. 3 of the TKG (Telecommunications Act) 2021 and Art. 6 para. 1 lit. f of the GDPR. We only set analytics cookies with your consent (Sec. 165 para. 3 of the TKG 2021, Art. 6 para. 1 lit. a GDPR), which you may withdraw at any time via the cookie consent tool.

In order to achieve all of the above-mentioned purposes, it may be necessary for us to disclose your data to the following recipients. This disclosure may take place in particular through transmission or dissemination.

Recipient/Purpose	**Seat**	**Transfer to third country**
Cooperation partners (lawyers, law firms, tax consultants, auditors, management consultants), where necessary for the processing of enquiries	Austria / Other EEA-countries	No
Authorities and credit agencies in connection with the prevention of money laundering and terrorist financing, where necessary for the processing of enquiries	Austria / Other EEA-countries	No
Wix.com Ltd. (Website-Hosting)	Israel	Yes, company seat in Israel: Adequacy decision according to Art 45 GDPR. Transmission to the USA cannot be excluded - is based on the conclusion of standard contractual clauses, data protection at wix.com and certification in accordance with the EU-US Data Privacy Framework: https://www.dataprivacyframework.gov/list
Ledl.net GmbH – Domaintechnik.at (as part of the maintenance of the website)	Austria	No

Business Data Solutions GmbH (as part of remote IT maintenance; virtualized server environment in the bds cloud)	Austria	No
Microsoft Ireland Operations Ltd. (Email, SharePoint and Teams)	Ireland	It cannot be ruled out that Microsoft Corporation (USA) may access the data. The company is certified under the EU-US Data Privacy Framework, and standard contractual clauses also apply.

You have the right to object to the processing of your data for the purpose of direct advertising (newsletter, information on services, invitations) at any time without giving reasons by sending a letter to the above address or by e-mail to office@schuh.law.

b. Data Processing of Clients

Your data will be used in the context of our client advice either

- to carry out pre-contractual measures or to fulfill contractual obligations (Art. 6 para. 1 lit b GDPR) in the context of the client relationship;
- to name you as a reference, provided you give us your consent (Art. 6 para. 1 lit. a GDPR);
- to fulfill our legal and professional obligations (Art. 6 para. 1 lit c. GDPR);
- to fulfill our legal obligations in connection with the prevention of money laundering and terrorist financing (Art. 6 para. 1 lit. c GDPR); and
- to safeguard our legitimate interests (Art. 6 para. 1 lit. f GDPR); which serve to ensure the operation and security of our IT systems, as well as efficient communication with you.

Data processing within the scope of the client relationship serves in particular to carry out and process our legal services. We cannot enter into a client relationship with you if this data is not made available to us. Consent to being named as a reference can be withdrawn at any time.

In order to achieve the above-mentioned purposes, it may be necessary for us to disclose your data to the following recipients. This disclosure may take place in particular through transmission or dissemination.

Recipient	**Seat**	**Transfer to third country**
ADVOKAT Unternehmensberatung Greiter & Greiter GmbH (as part of support and remote maintenance of the file management software, training)	Austria	No
External tax consultancy, bookkeeping, payroll accounting (currently Steirer, Mika & Comp.	Austria	No

Wirtschaftsprüfung Steuerberatung GmbH)		
Cooperation partners (lawyers, law firms, tax consultants, auditors, management consultants), where necessary for the processing of business transactions	Austria / Other EEA-countries	No
Authorities and agencies in connection with the prevention of money laundering and terrorist financing, where necessary for the processing of client mandates	Austria / Other EEA-countries	No
Business Data Solutions GmbH (as part of remote IT maintenance; virtualized server environment in the bds cloud)	Austria	No
Microsoft Ireland Operations Ltd. (Email, SharePoint and Teams)	Ireland	It cannot be ruled out that Microsoft Corporation (USA) may access the data. The company is certified under the EU-US Data Privacy Framework, and standard contractual clauses also apply.
Other clients, opponents, experts, insofar as necessary for the fulfillment of the mandate	Worldwide, depending on the respective company headquarters	Under certain circumstances; necessary for the fulfillment of the mandate (Art. 49 para. 1 lit. b or c GDPR)

c. Data Processing of Suppliers and Business Partners

Your personal data is processed:

- to carry out pre-contractual measures or fulfill contractual obligations (Art. 6 para. 1 lit. b GDPR);
- to fulfill our legal obligations (Art. 6 para. 1 lit. c GDPR); and
- to safeguard our legitimate interests (Art. 6 para. 1 lit. f GDPR), which serve to ensure the operation of our business, as well as efficient communication with you.

The processing of your personal data serves in particular to initiate, maintain and process contracts for specific services.

In order to achieve the above-mentioned purposes, it may be necessary for us to disclose your data to the following recipients. This disclosure may take place in particular through transmission or dissemination.

Recipient	Seat	Transfer to third country
ADVOKAT Unternehmensberatung Greiter & Greiter GmbH (as part of support and remote maintenance of the file management software, training)	Austria	No
External tax consultancy, bookkeeping, payroll accounting (currently Steirer, Mika & Comp. Wirtschaftsprüfung Steuerberatung GmbH)	Austria	No
Authorities and agencies in connection with the prevention of money laundering and terrorist financing, where necessary for the processing of client mandates	Austria / Other EEA-countries	No
Business Data Solutions GmbH (as part of remote IT maintenance; virtualized server environment in the bds cloud)	Austria	No
Microsoft Ireland Operations Ltd. (Email, SharePoint and Teams)	Ireland	It cannot be ruled out that Microsoft Corporation (USA) may access the data. The company is certified under the EU-US Data Privacy Framework, and standard contractual clauses also apply.

d. Data Processing of Applicants

Your personal data will be processed.

- for the implementation of pre-contractual measures (conclusion of a service contract, Art. 6 para. 1 lit. b GDPR),
- for administrative purposes, if you are to be kept on record, based on your express consent (Art. 6 (1) (a) GDPR)
- to fulfill our legal obligations (registration as an employee with social security, Art. 6 para. 1 lit. c GDPR).

The purpose of processing your data is to handle the application process and to register you with social security if we hire you. If you do not provide us with your data, we will not be able to process your application.

In order to achieve the above-mentioned purposes, it may be necessary for us to disclose your data to the following recipients. This disclosure may take place in particular through transmission or dissemination.

Recipient	Seat	Transfer to third country
External tax consultancy, bookkeeping, payroll accounting (currently Steirer, Mika & Comp. Wirtschaftsprüfung Steuerberatung GmbH)	Austria	No
Microsoft Ireland Operations Ltd. (Email, SharePoint and Teams)	Ireland	It cannot be ruled out that Microsoft Corporation (USA) may access the data. The company is certified under the EU-US Data Privacy Framework, and standard contractual clauses also apply.
Business Data Solutions GmbH (as part of remote IT maintenance; virtualized server environment in the bds cloud)	Austria	No
Vienna Bar Association (in connection with the registration of associates)	Austria	No

e. Data processing of (potential) opponents, other parties and persons providing information in the context of client support

If you are a (potential) opponent of clients, or a co-party or a person providing information in matters arising from the client relationship, we also process personal data relating to you. Generally, we obtain this data from clients or their business partners, from the internet or other available public sources or third parties. We will not provide separate, specific information regarding the processing of data even if we contact you directly in your capacity as an opposing party, a party involved in the proceedings or a person providing information, as we are exempt from the obligation to provide such information under Article 14(5) of the GDPR.

f. Data processing of personal data from sources other than the data subject (Art. 14 GDPR)

It cannot be ruled out that data may also be obtained from other sources, most of which are publicly accessible (e.g. credit reference agencies). However, this data is limited to contact information (e-mail address, telephone number, postal address), whether you are a politically exposed person, your position in the company, your professional career, if you have not disclosed this data.

Data category	Purpose / Legal basis	Source	Publicly accessible
Contact data	Fulfillment of a (pre-) contractual obligation pursuant to Art. 6 para. 1 lit. b GDPR	Central register of individuals	Yes
Political activities	Fulfillment of a legal obligation pursuant to Art. 6 para. 1 lit c GDPR:	Database on politically exposed persons	Yes

	Combating money laundering and terrorism		
Information on financial circumstances	Fulfillment of a legal obligation pursuant to Art. 6 para. 1 lit. c GDPR: Combating money laundering and terrorism	Register of beneficial owners	Yes
Information about any previous convictions	Fulfillment of a legal obligation pursuant to Art. 6 para. 1 lit. c and Art. 10 GDPR, § 8aff RAO: Combating money laundering and terrorism	Criminal records	No
Data related to real estate	Fulfillment of a (pre-) contractual obligation pursuant to Art. 6 para. 1 lit. b GDPR	Land register	Yes

If you are an applicant, the processing of information from publicly available sources is also possible (e.g. educational background). The processing is based on our legitimate interest in further communication regarding the application process, depending on the specific relationship (Art. 6 para. 1 lit. f GDPR).

5. Storage Period

Your data will only be stored for as long as is necessary for the purpose on which the processing is based:

- Contracts and other documents, as well as related correspondence, insofar as they are relevant for tax purposes: seven years, in accordance with tax law obligations under Sec. 132 Federal Tax Code (BAO) and Sec. 212 Austrian Commercial Code (UGB).
- Client files: five years after the end of the client mandate (Sec. 12 para. 2 Austrian Lawyers' Act (RAO)); in individual cases, in particular for the purpose of asserting or defending legal claims: up to 30 years after the end of the client mandate.
- Anti-money laundering documents: five years after the end of the client mandate; to be deleted after a maximum of ten years (Sec. 12 para. 3 Austrian Lawyers' Act (RAO)).
- Enquiries in the land register's register of persons: For at least three years in accordance with Sec. 42 para 3 RL-BA 2015.
- Job application documents: Seven months after the conclusion of the application process, unless you have expressly consented to your documents being retained for a longer period.
- Website server log data is processed by our hosting provider, Wix, on our behalf and deleted as soon as it is no longer required for the operation and security of the website.
- Cookies: In accordance with the retention period specified in the cookie consent tool.

6. Your Rights

As a data subject, you have the following rights:

- Right of access (Art. 15 GDPR)
- Right to rectification (Art. 16 GDPR)
- Right to erasure (Art. 17 GDPR)
- Right to restriction of processing (Art. 18 GDPR)
- Right to object if the data processing is based on the legitimate interest of the controller (Art. 21 GDPR)
- Right to data portability (Art. 20 GDPR)

If you have given us your consent, you may withdraw it at any time with effect for the future (Art. 7 para. 3 GDPR). The lawfulness of any processing carried out up to that point remains unaffected.

To exercise your rights, please contact office@schuh.law or write to the postal address given above.

If you believe that the processing of your data is unlawful and infringes applicable data protection rights, you have the right to lodge a complaint with the relevant data protection authority. In particular, you may contact the supervisory authority for your place of residence, your place of work or the place where the alleged infringement occurred (Art. 77 para. 1 GDPR).

Data protection authority responsible for Austria:

Österreichische Datenschutzbehörde (DSB)
Barichgasse 40-42
A-1030 Vienna
Phone: +43 1 52 152-0
E-Mail: dsb@dsb.gv.at